



236-02

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to  
✓ Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,  
Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Transportation Rates & Services Division 1007 Virginia Avenue, Suite 300 Hapeville, Georgia 30354	Application Number 83-883	Date Received <u>6-11-83</u> Date Completed AUG 11 1983   NOV 2 1983
Application Number			
2. Person to Contact Susan Davis		Working Title Principal Secretary IV	Telephone Number 761-0775
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. _____ Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1972 present 1980		5. Records Series Title (followed by title used in office, if different) Railroad Company Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  See attached sheet for description in detail.			
7. Record Series Description Documents relating to: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. approving changes in railroad public services and facilities.  Included are: Case folders for each case which include General correspondence to and from various railroad companies in Georgia relating to changes in services and facilities, such as removing track, eliminating or changing stations, etc; documents concerning final disposition of application; records of Commission hearings; and other related documents.  File is arranged: Numerically by assigned company number (Cross reference by Docket Number)			
8. Monthly Reference Rate 1-2 times How often are records referred to which are: almost One to six months old a week; Seven to twelve months old seldom; Thirteen to twenty-four months old never; twenty-five months and older ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1 - 2; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series for a major portion of it regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>8</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then (none)
- ☒ Transfer to State Records Center; hold 7 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Horace F. Hartley</i>	<i>8-1-83</i>	<i>Dr. Mullen</i>	<i>8-10-83</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>10-13-83</i>
		Secretary of State/Designee	<i>9/30/83</i>
		Attorney General/Designee	<i>10-13-83</i>